

**UNITED STATES DISTRICT COURT  
DISTRICT OF NEW HAMPSHIRE**



**Attend ECF User Training Without Leaving Your Office**

The district court in Concord has developed a training alternative that will allow attorneys and staffers to exactly replicate the live ECF training sessions at their own offices and obtain 2 hours of CLE credits. A video of a live hands-on ECF User Training session is now available on VHS or DVD. This is the exact training you would receive at a live session, complete with handouts and training exercises that you can complete in your office while accessing the same ECF data base used during the live training sessions. Using this new resource tool you can conduct a firm wide training or simply complete the training independently on your own time. Here is how it works.

The training consists of both lecture and hands-on exercises in which you actually file documents in the court's ECF training system. The exercises are in the training materials accompanying the video and parrot the filings shown on the video. In order to replicate the live training experience, the court has placed the same ECF training data base used in our live training session on the web site for you to access offsite in your offices.

Depending on your office technology you can actually complete the exercises with the trainers while viewing the video (as is done in the live classes). Alternatively, you may choose to pause the video at the conclusion of a filing demonstration and then docket your pleadings or wait until you have viewed the entire training session and then complete the filing exercises. In any case the accompanying materials also include step-by-step instructions to assist you in independently completing the filing exercises.

The live training program has been approved by the NHMCLE Board for 2 hours of CLE credits, with .5 applicable to professionalism/ethics. Persons participating in the ECF Independent User Training program can also obtain these credits.

The VHS or DVD and supporting materials can be purchased in person at the courthouse for \$ 6.00 or by mail for \$ 9.50 (if ordering by mail please clearly specify whether you would like to receive a VHS or DVD). Checks should be made payable to the Clerk, United States District Court. The court will also maintain a limited supply of VHS and DVDs that may be borrowed at no cost as available.

With mandatory Electronic Case Filing occurring in all civil cases filed after June 1, 2004, we believe this is an excellent and cost efficient way for members of the bar and their staff to ready themselves for ECF. We hope you will take advantage of this new resource.